

DUTY STATEMENT

CEC-004 (Revised 04/07)

CALIFORNIA ENERGY COMMISSION



Classification: Staff Services Analyst	Position No. 150-5157-934
CBID: R01	Office: Executive
Date Prepared: July 22, 2009	Division: Executive
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direction of the Assistant Director for Policy Development, the Staff Services Analyst performs varied analytical, project management, and editing functions in the development of the Energy Commission's Integrated Energy Policy Report (IEPR), which is prepared on a two-year cycle, and the IEPR Update, which is prepared in the intervening years. The incumbent reports to the Assistant Director and to the IEPR Committee.

WORKING CONDITIONS. Work is performed indoors in an office setting. Travel may be required to participate in workshops, hearings, interagency meetings and other forums that may consume 5 percent of time.

DUTIES AND RESPONSIBILITIES:

- 35% Assists in identifying objectives of the IEPR and IEPR Update and the list of topics that will be covered in each two-year cycle. Analyzes technology and market trends in the electricity, transportation, and natural gas sectors to identify technical and regulatory barriers to meeting the state's energy policy goals. Attends staff and Committee workshops and analyzes the information presented at those workshops to develop recommendations for future energy policies that will help the state meet its energy goals. Evaluates reports and analyses from other state agencies or private entities to identify how the findings in those documents affect the Energy Commission's energy policy and planning activities. Assists staff to develop the supporting reports and analytical data that provide the foundation for the IEPR Committee's policy recommendations. Evaluates staff documents and analyses to ensure consistency with existing state energy policies. Provides written input to the designated IEPR author for the draft and final versions of the IEPR and IEPR Update based on information received at workshops, staff analyses, reports, and the Committee's direction.
- 30% Assists in the day-to-day management of IEPR project. Monitors project progress compared to the initial project plan, identifies problems and takes appropriate action, communicates project status to IEPR Committee, Assistant Director, management, and team members. Develops report outline, monitors progress of work products, and makes changes to project plan as needed. Assist in conducting workshops and hearings to obtain stakeholder input on staff analyses and reports. Summarizes written comments received in response to workshop topics. At close of project, resolves outstanding issues and compiles a project retrospective identifying successes and failures. (E)

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- 15% Works with the Energy Commission's Graphic Designer to develop appropriate tables, charts, and other graphics to visually convey technical energy information contained in the reports. Assists in editing draft and final IEPR and IEPR Update to ensure that reports are clear, complete, logical, and fully substantiate policy recommendations proposed by the IEPR Committee. Develops printing specifications and schedule for IEPR and IEPR Update and works with Business Services Office and Office of State Printing to ensure that the document is printed and completed on schedule and meets the IEPR Committee's specifications. Ensures that final documents are distributed to the Governor's Office, Legislature, public, stakeholders, and internal staff. (E)
- 10% Contributes to development of overall project plan that identifies the objectives of the IEPR and IEPR Update, the target audience, the project risks, and the project constraints such as scope, schedule, and resources. Develops initial schedule and identifies major milestones. Identifies resource requirements, including personnel, facilities, equipment, and software. (E)
- 5% Acts as liaison with stakeholders and other agencies during the IEPR development process. (E)
- 5% Performs other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="text-align: right;">Date</div>	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="text-align: right;">Date</div>
Staff Services Analyst	Suzanne Korosec Assistant Director for Policy Development